

## **Typical Training Course Outline : The APM Introductory Certificate in Project Management**

### **Overview**

Whether it's your chosen career, or a key skill, the importance of Project Management in the workplace is growing. Employers in all sectors and industries are looking for good project management skills to speed up innovation and effectively manage change.

APM has worked with the Department for Education and Skills to develop the APM Introductory Certificate in Project Management which is designed for anyone, regardless of their experience or background, who is interested in starting a career in project management or wants to understand the principles of project management excellence

### **Course Objectives**

The course is designed to give delegates a complete and practical introduction to project management and to prepare delegates for the 1-hour multiple choice examination, which is accredited by the APM. The syllabus focuses on breadth rather than depth and is designed to improve knowledge and awareness

### **What skills will the delegate gain?**

*This course will enable delegates to:*

- Identify the project management processes.
- Understand project management terminology.
- Correctly identify and identify the roles involved in project management.
- Describe project success criteria and success factors.
- Support and contribute to a successful project outcome.
- Prepare project documentation

### **Who will the course benefit?**

The APM Introductory Certificate in Project Management is a basic or 'entry level' qualification and hence is particularly suitable for those who are new to the project management discipline or individuals who require recognition for their general project management knowledge and awareness. It is suitable for all levels of staff who are relatively new to project management or others who require an insight into project management and how it fits within the business context

Successful candidates will be able to understand the language of project management and the structure of a successful project. They will be able to take an active part in a project team and make a positive contribution to any project environment.

### **Examinations**

The Association for Project Management Introductory Certificate in Project Management - 1 hour multiple choice.

### **Additional Notes**

For more details on the course content and project management progression, please refer to the APM website at **[www.apm.org.uk](http://www.apm.org.uk)**

### **Training Providers**

This course is marketed by Focus Project Management on behalf of accredited APM training providers

**Focus Project Management**

Tel: 01778 380403

Fax: 0870-855-5321

Web: [www.focusprojects.co.uk](http://www.focusprojects.co.uk)

Email: [enquiries@focusprojects.co.uk](mailto:enquiries@focusprojects.co.uk)

57A Church Street, Market Deeping, Peterborough PE6 8AN